

# ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240017-1

29 SEP 1964

MEMORANDUM FOR: Chief, Logistics Services Division, OS  
THROUGH: Chief, Records Administration Staff, OD/S  
THROUGH: Chief, Physical Security Division, OS  
SUBJECT: Request for Secure Area, Room GH-19, Headquarters Building

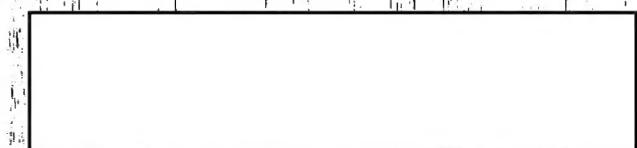
1. The reference facility of the Map Library Division, Office of Research and Reports is physically located in room GH-19, Headquarters Building. This element is responsible for providing a map reference service to all Agency components located in the Headquarters Building.

2. It is requested that room GH-19 be converted to a secure area to eliminate the necessity of securing seventy-six five-drawer map case sections with twenty-five combination type padlocks and six combination lock four-drawer safes containing classified material through SECRET. A minimum of thirty minutes a day is required to open and close the map cases.

3. If any additional information is necessary in regard to this request, please contact [redacted]

STAT

FOR THE ASSISTANT DIRECTOR, RESEARCH AND REPORTS:



Chief, Administrative Staff

STAT

STAT

# ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240017-1

UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
--------------	-------------------------------------	--------------	--------------------------	--------

**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	PSD, Office of Security 4E-06, Headquarters		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	X INFORMATION	SIGNATURE	

**Remarks:**

Subject: Request for Secure Area, GH-19, Headquarters

Examination of this request indicates that this is basically a Security problem rather than a Records Management Problem.

Chief, Records Administration Staff/DD/S

STAT

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
604 - 1016 16th St.	10/5/64

UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
--------------	-------------------------------------	--------------	--------------------------	--------

FORM NO. 237 Use previous editions (40)  
2-61 \* U.S. GOVERNMENT PRINTING OFFICE: 1961 O-587282

UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Chief Records Administration</i>	<i>10/1/64</i>	
2	<i>Officer - 604-1016-16 H.S.T.</i>		
3	<i>PSD, Room 4E-06, Hqrs.</i>		
4	<i>Building</i>		
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<b>Remarks:</b>			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>ST/A/RR 4F-29 Hqrs. Bldg.</i>			<i>9/29/64</i>
UNCLASSIFIED	CONFIDENTIAL	SECRET	(40)

FORM NO. 237 Use previous editions  
2-61

\* U. S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT